

Texas A&M University-Corpus Christi

ATSC 4498: Internship in

Atmospheric Science

Internship Packet

This Internship Packet contains information and copies of all documents needed to obtain authorization to register for and to complete the course. A student must present a completed and fully approved, signed contract to the Department of Physical and Environmental Sciences, NRC 3500 by the registration deadlines to have the course created. The department administrative assistant will create the course and provide the student with the CRN so the student may finalize registration either via SAIL or in person through the Office of the Registrar. It is the student's responsibility to finalize registration by the appropriate deadlines. See academic calendar for deadline dates: tamucc.edu/academics/calendar.

ATSC 4498: Internship in Atmospheric Science

Overview

ATSC 4498 (Internship in Atmospheric Science) gives undergraduates an opportunity to obtain valuable paid or unpaid work experience related to atmospheric science, to better position them for employment after graduation. Students contract to work a specified number of hours weekly with a non-profit, local government, state or private agency or private industry, in return for college credit as follows:

Long academic semester (fall or spring)

- 3-6 hours per week = 1 credit hour
- 6-9 hours per week = 2 credit hours
- 9-12 hours per week = 3 credit hours
- 12-15 hours per week = 4 credit hours

Summer semester (summer I or summer II)

- 6-12 hours per week = 1 credit hour
- 12-18 hours per week = 2 credit hours

Students may contract for up to 4 credit hours if carrying out the internship over two summer sessions (11 weeks). An internship may be performed outside of the formal academic term or session with approval of the Professor of Record. A student may intern only twice with a single office or agency. Internships cannot award graduate credit.

Responsibility of Student

An internship demonstrates a student's professionalism and ability to apply what has been learned in the classroom, including both "hard" and "soft" skills. Therefore the student begins by taking the initiative in arranging his/her own internship. The student must:

- Obtain an **Internship Packet** from the Academic Advisor or College website.
- **Make initial contact with a potential internship** office and explain internship requirements to personnel if needed.
- Work with Supervising Professional at internship site to identify objectives (what will student learn?) unique to planned internship.
- Complete **Internship Contract** and obtain signature of Professor of Record and PENS Department Chair.
- If interning out of country, you must clear travel through Study Abroad office, UC 226C.

- Present completed forms to PENS administrative assistant (NRC 3500) who will create course section, email student PDF of Signed Contract, and provide student with 5-digit CRN. Student then registers for course via SAIL or in person at the Office of the Registrar.
- Electronically submit PDF of signed Contract to Professor of Record at beginning of internship.
- During the internship, student must maintain a daily **Log** (see next section) of hours worked, activities performed, and weekly Reflections; and electronically submits Log to the Professor of Record by the last class day of the term.
- At internship midway point, student completes **Midterm Internship Self-Evaluation** and electronically submits it to Professor of Record.
- Give Supervising Professional **Final Internship Evaluation Form** to complete, and electronically submit completed Evaluation Form to Professor of Record by last class day of term (or ensure Supervising Professional submits it).

Internship Log

Students maintain a Log of the internship, including hours worked, activities, and reflections about the activities or the internship in general. The Log provides proof of your regular efforts in the internship, and the tasks to which you are being assigned. Reflections should evidence your personal growth in the internship position; for example, they may demonstrate that you gained a better appreciation of the duties and role of the office in general, or the ease of doing specific tasks.

Responsibility of Professor of Record

The ATSC Program Coordinator will serve as the Professor of Record for all ATSC 4498 internships and will:

- Guide Student to identify appropriate intern sites;
- Review Student's Midterm Self-Evaluation, Internship Log with Reflections, and Final Internship Evaluation. The Professor of Record will contact the Supervising Professional if needed for further evaluation of Student's performance.
- Assign course grade.

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Study Contract

SEMESTER: _____ YEAR: _____ SEM.HRS. CREDIT: _____

STUDENT ID: A _____

STUDENT: _____ PHONE: _____

STREET ADDRESS: _____

CITY/STATE: _____ ZIP: _____

EMAIL: _____

SUPERVISING PROFESSIONAL: _____ PHONE: _____

AGENCY/COMPANY: _____

STREET ADDRESS: _____

CITY: _____ ZIP: _____

PROFESSOR OF RECORD: Toshiaki Shinoda PHONE: (361) 825-3636

STREET ADDRESS: Texas A&M University-Corpus Christi, 6300 Ocean Drive, NRC 3500

CITY/STATE: Corpus Christi, TX ZIP: 78412-5850 EMAIL: toshiaki.shinoda@tamucc.edu

INTERNSHIP DESCRIPTION:

This course involves the student in a paying or non-paying position at (company or agency name) _____ . The student will work an average of _____ hours weekly for that organization between these dates: _____ to _____. The course is intended to offer the opportunity for an applied learning experience and for career development in the area of atmospheric science.

CHOOSE ONE: This internship will be Unpaid Paid at rate of \$_____ per _____ .

If planning to intern out of country, you are required to meet with the Study Abroad Office located in University Center 226C. Call 361-825-3346 for more information or email study.abroad@tamucc.edu.

INTERNSHIP OBJECTIVES:

Objectives are to learn useful skills, techniques, and knowledge applicable to a career in atmospheric science, including, insofar as possible (To student: List specific skills, tasks, or procedures you hope to learn):

- 1)
- 2)
- 3)
- 4)

METHOD OF EVALUATION:

The Student, Supervising Professional, and Professor of Record will document and evaluate the internship throughout the semester, as follows:

- (1) **Internship Log with Reflections.** The Student will keep a daily Log of the internship, to include dates and hours worked, duties performed, and weekly reflections (these are comments on the difficulty of the task, its value to the office, or the impact the task has on the purpose of the office, etc.) The purpose of this log is to document the Student's internship activities, and demonstrate student growth and maturation in skills throughout the semester. The Student will electronically submit the Log to the Professor of Record at the end of the term.
- (2) **Mid-Term Meeting and Student Self-Evaluation of Internship.** At mid-term, the Student will review the Internship Objectives listed in the Contract, and meet with the Supervising Professional if desired about how well the internship is meeting those Objectives. The Student will then complete the Midterm Self-Evaluation Form and submit it electronically to the Professor of Record. If any of the persons involved in the internship are dissatisfied with the arrangement, a new internship may be arranged for the Student. The purpose of this mid-semester evaluation is to ensure that the internship is fulfilling its purpose and to allow a formal opportunity for redress.
- (3) **Supervising Professional's Final Evaluation.** At the end of the internship, the Student will meet with the Supervising Professional to review the Student's performance in the internship. The Supervising Professional then completes a Final Evaluation Form evaluating the Student's work and suggests a course grade. This Final Evaluation provides the Professor of Record with a basis to establish the final course grade. The Student or Supervising Professional will electronically submit the form to the Professor of Record.

Students involved in internships are expected to demonstrate initiative in discussing their goals, expectations, and satisfaction with the internship with the Supervising Professional and Professor of Record, and to submit required documents in a timely manner. The course grade will be based on Student's performance in the internship, including skills gained, quality of work, and initiative demonstrated. The Professor of Record is responsible for the Student's final course grade.

We have read the above internship description and conditions and agree to fulfill its requirements.

STUDENT: _____ **DATE:** _____
(Signature)

PROFESSOR OF RECORD: _____ **DATE:** _____
(Signature)

DEPT. CHAIR: _____ **DATE:** _____
(Signature)

Student: Take completed Internship Contract to NRC 3500 for course authorization. It is your responsibility to register via SAIL or in person by the appropriate deadlines. See academic calendar for deadline dates: <http://www.tamucc.edu/academics/calendar/>.

OFFICE USE: _____
 Processed by _____ Date _____ Course No./Section _____ CRN _____

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Midterm Self-Evaluation

STUDENT: _____ **SEMESTER:** _____ **YEAR:** _____

SUPERVISING PROFESSIONAL: _____

AGENCY OR COMPANY: _____

PROFESSOR OF RECORD: Toshiaki Shinoda

TO THE STUDENT: *As noted in your Internship Study Contract, you agreed to meet with your Supervising Professional if needed, to review your Internship Objectives stated in the Contract, and to evaluate the internship and your own performance via this form. Please complete the following questions thoughtfully. They will help you and your Professor of Record to review the internship program and your performance. Submit this electronically to your Professor of Record by the midpoint of your internship.*

1) What have you learned (knowledge or skills) in your internship that you did not know before?

2) What other specific skills or knowledge would you have liked to learn? Could you learn these in your present internship or does there seem to be no opportunity?

3) Are you satisfied or dissatisfied with this internship? Explain.

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Supervising Professional's Final Evaluation

STUDENT: _____ **SEMESTER:** _____ **YEAR:** _____

SUPERVISING PROFESSIONAL: _____

AGENCY OR COMPANY: _____

PROFESSOR OF RECORD: Toshiaki Shinoda

(OPTIONAL WAIVER) I hereby waive my right of access to the evaluation recorded below.

 Student Signature

 Date

TO THE SUPERVISING PROFESSIONAL: You have supervised this student in an intern position. Your cooperation in evaluating this student's ability and performance is appreciated.

	Excellent	Above average	Average	Below average	Not observed
INITIATIVE: Takes necessary action independently					
ADAPTABILITY: Adjusts to new changing situations					
COOPERATION: Works in harmony with others					
ORAL EXPRESSION: Organizes ideas effectively					
WRITTEN EXPRESSION: Writes clearly and concisely					
POISE: Self-confidence, group interaction					
APPEARANCE: Neat and well-groomed					

Briefly evaluate this student's preparation upon entering the intern position:

Briefly evaluate this student's overall performance in the intern position:

If I had an opening for a full time position, I would hire this student:

Agree:

Disagree:

Other comments:

What letter grade would you assign this student, based on his/her performance in the internship (A, B, C, D, F)? _____

Please Check Your Preference and Sign Below:

I (do do not) wish that TAMUCC hold my comments in confidence.

NOTE: Under the Privacy Act of 1974, TAMUCC may be required to provide your comments to this student regardless of your response to this question, **unless** he/she has signed the Waiver of Access statement at the top of the previous page.

Signature of Supervising Professional

Date

Business Address

Please submit this form electronically either as an Assignment through Blackboard or by email to: toshiaki.shinoda@tamucc.edu